

CITY OF FRANKLIN, OHIO
RESOLUTION 2018-06

**ADOPTING A POSITION DESCRIPTION FOR THE PART-TIME POSITION FOR
AN INCOME TAX CLERK FOR THE INCOME TAX DIVISION OF THE FINANCE
DEPARTMENT**

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position; and

WHEREAS, this Council adopted a Position Classification Plan and position descriptions for positions within the Finance Department on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager and the Finance Director, this Council now finds it desirable to add a position for an unclassified, part-time Income Tax Clerk in the Income Tax Division; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for a Part-Time Income Tax Clerk, attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan under the Finance Department, Income Tax Division.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: January 3, 2018

ATTEST: Jane McGee
Jane McGee, Clerk of Council

APPROVED: Todd Hall
Todd Hall, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of Resolution 2018-03 passed by that body on January 3, 2018.

Jane McGee
Jane McGee, Clerk of Council

CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Department: Finance	Title: Income Tax Clerk
Division: Income Tax	(Part-Time)

Civil Service Status: Unclassified	Reports to: Finance Director, Income Tax
Employment Status: Part-Time	Administrator
FLSA Status: Non-Exempt	Supervises:

QUALIFICATIONS:

High school diploma or equivalent.

LICENSURE AND/OR CERTIFICATION REQUIREMENTS:

Valid Ohio's driver's license.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: departmental policies and procedures; office practices and procedures; basic accounting and bookkeeping; public relations

Skill in: data entry; basic computer programs like Microsoft Word and Excel; adding machine or calculator operation; use of modern office equipment

Ability to: carry out simple instructions; cooperate with co-workers on group projects; read, copy, and record figures accurately; and communicate effectively.

ESSENTIAL FUNCTIONS OF THE POSITION: For the purposes of 42 USC 12101.

1. Maintains records of tax receipts and refunds; waits on customers, processes accounts, maintain records of tax receipts and refunds; collecting money and posting daily receipts; waits on customers; and prepares and reviews local tax returns, auditing and reconcile annual returns.
2. Performs clerical work, such as typing, filing, and answering telephones.
3. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
4. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5. Performs other duties as required.

Date Adopted: 1/3/18 (R-18-06)
Date Revised:

CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

Department: Finance
Division: Income Tax

Title: Income Tax Clerk
(Part-Time)

EQUIPMENT OPERATED: The following are examples only and are intended to be all inclusive.

Computer, calculator, copier, fax machine, typewriter, telephone.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

1. Emergency plans and fire plans.
2. Compressed gases.
3. Portable fire extinguishers.
4. Handling of materials and supplies (includes mechanical handling equipment, that manner in which things are stored, and housekeeping).
5. Hazardous chemicals.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. Works in or around crowds.
2. Has contact with potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Name of Employee: _____

Employee Signature

Date

Approval of Appointing Authority

Date

Date Adopted: 1/3/18 (R-18-06)

Date Revised: